

UPay – University of Bradford Library Online Payments System

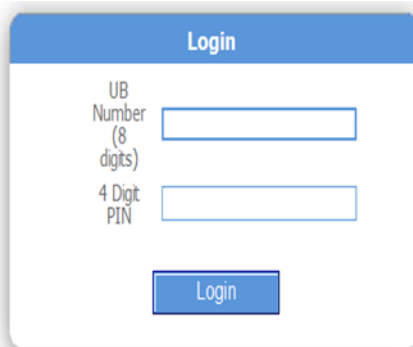
This document is in three sections and provides guidance for the following procedures.

1. Logging in to UPay.
2. Adding money to your account for printing & photocopying.
3. Paying library fines using your credit.

Logging in to UPay

You can log into the UPay secure payment portal by following the ‘pay fines or top up printing credits’ link from the library homepage or go direct to <http://upay.brad.ac.uk/webcentre/>.

1. Type in your 8-digit UB number and library PIN.



The screenshot shows a login form with a blue header labeled 'Login'. Below the header, there are two input fields: the first is labeled 'UB Number (8 digits)' and the second is labeled '4 Digit PIN'. Below these fields is a blue 'Login' button.

2. You will now be able to view your account details, including your current balance and recent transactions.



The screenshot shows the 'My Account' page. On the left, there is a 'User' menu with links for 'My Account', 'Account History', 'Credit Account', 'Library Fines', and 'Logoff'. Below it is a 'Help' section with the text 'Your account details and balance.' and a link 'To search your'. The main content area shows account details for 'Ewenice Lamb' with a current balance of £4.50. Below this is a table of recent transactions.

Time	Amount	Device	Units	Type
12/09/2012 10:47:48	£-0.25	-	-	Web Library Fine Payment
10/09/2012 14:50:28	£-0.25	-	-	Web Library Fine Payment

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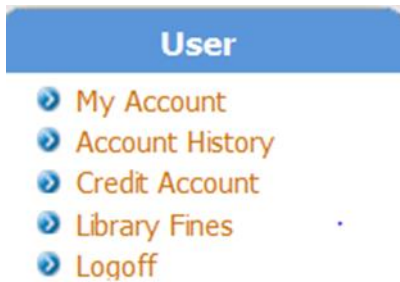
lib-webadmin@bradford.ac.uk

UPay screenshots reproduced with permission from EMOS.

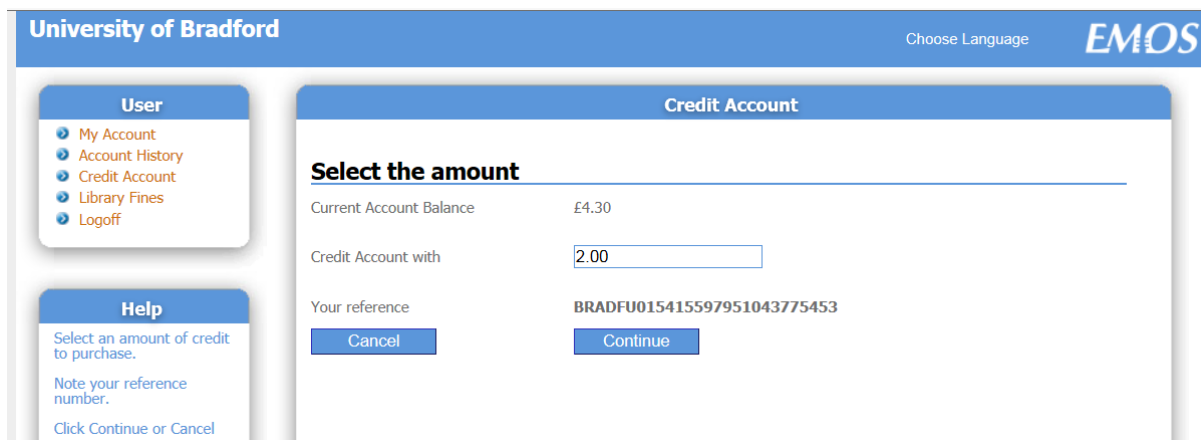
If you wish to pay a library fine and already have enough credit at this time, please move directly to section 3 of this document.

Adding money to your account

1. Select '**Credit Account**' from the '**User**' menu.



2. Enter the amount of money you wish to add then select '**Continue**'.



A screenshot of the 'Credit Account' page in the UPay system. The page has a blue header with 'University of Bradford' on the left, 'Choose Language' in the center, and 'EMOS' on the right. Below the header, there is a 'User' menu on the left and a main content area on the right. The 'User' menu is identical to the one shown in the previous image. The main content area is titled 'Credit Account' and contains the following information:

Select the amount

Current Account Balance £4.30

Credit Account with

Your reference **BRADFU015415597951043775453**

At the bottom of the main content area, there are two buttons: 'Cancel' and 'Continue'.

3. Confirm the amount you wish to credit by selecting **‘Continue’**.

University of Bradford Choose Language **EMOS**

User

- My Account
- Account History
- Credit Account
- Library Fines
- Logoff

Help

Confirm the details you have entered.
Click Continue or Cancel.

Credit Account - Confirmation

Payment Amount **£2.00**

Your Reference **BRADFU015415597951043775453**

Please confirm the amount and your details before continuing. You will be forwarded on to the WPM ePay payment site.

4. You will be asked to check the amount once more before proceeding.

Please check the items you are paying for below and click 'Continue' to proceed

Description of item(s) to pay	Total Cost
Pharos Credit	£2.00
to pay today	£2.00

Please click on Continue to proceed

Please click here to cancel the process.

5. Enter your credit / debit card details and click on **‘Continue’** to proceed.

Enter Credit / Debit Card Details

Card Type*
 VISA VISA DEBIT MasterCard American Express Maestro JCB

Card Holder Name*

Card Number*

Card Security Code*

Expiry Date (MMM/YYYY)*

Start Date (MMM/YYYY)

6. Check your details then click on 'confirm your transaction' on the next page.

[Confirm your transaction](#)

Summary

Description of item(s) to pay	Total Cost
Pharos Credit	£2.00
to pay today	£2.00

Payment Information [Edit details](#)

<p>Debit/Credit Card</p> <p>Name on Card: Ewenice Lamb</p> <p>Last 4 Digits of Card Number: 3925</p> <p>Card Type: </p> <p>Email confirmation will be sent to: e.lamb26@gmail.com</p>	<p>Billing Address</p> <p>1 Ewe Tree Cottage Bradford BD7 2QQ</p>
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7. Confirmation of your payment will display next. Click on '**Finish**' to complete the process. You will also receive an email confirmation of your payment.

Summary

Your payment is now complete. An email confirmation has been sent to e.lamb26@gmail.com

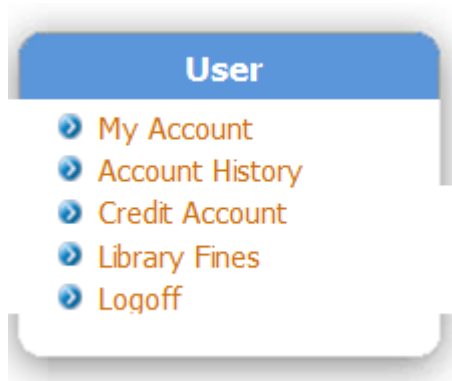
You may wish to print this page for your records [Print](#)

Your payment reference is: PRNT329644 Date: 26 October 2013 11:25

Description of item(s) paid	Total Cost
Pharos Credit	£2.00
paid today	£2.00

How to pay a library fine with UPay

1. Click on 'Library Fines' from the 'User' menu.



2. You will then see a list of library fines that you have incurred.

Library Fines and Bills.

Library Fines and Bills. Please note that fines can only be paid off one at a time.

Number of Fines	2
Fines Outstanding	£19.00
Available funds	£5.20

Description	Date	Fine	Barcode	Cost
Sheepishness	21/12/2010 15:54:44			£4.00
Laptop mouse	08/04/2013 10:54:34			£15.00

Amount to pay

3. If there are several payments due, you can only pay them off one at a time. Click on the fine you wish to pay. This will highlight the payment due in green.

Description	Date	Fine	Barcode	Cost
Sheepishness	21/12/2010 15:54:44			£4.00
Laptop mouse	08/04/2013 10:54:34			£15.00

Amount to pay

4. The 'Amount to pay' box will automatically populate the amount due. Please note that you cannot part pay an individual fine.

- Once you have selected the fine you want to pay, click on the ‘**Pay Library Fine Now**’ button.
- The amount you have paid will be shown in red at the bottom of the screen. Your available funds will be adjusted immediately. Click “**refresh fines**” to see the fines still outstanding.

Library Fines and Bills.

Library Fines and Bills. Please note that fines can only be paid off one at a time.

Number of Fines	2
Fines Outstanding	£19.00
Available funds	£1.20

Description	Date	Fine	Barcode	Cost
Sheepishness	21/12/2010 15:54:44			£4.00
Laptop mouse	08/04/2013 10:54:34			£15.00

Amount to pay

Fines paid. £4.00

- You may now pay other fines if you have adequate funds left in your account.